



**CITY OF SALINA**  
**City Manager's Office**

# **REQUEST FOR QUALIFICATIONS**

**FOR A DOWNTOWN PARKING MASTER  
PLAN FOR THE CITY OF SALINA, KANSAS**

September 2006



## **REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES DOWNTOWN PARKING MASTER PLAN**

### **Request for Qualifications- Downtown Parking Master Plan**

The City of Salina ("City") is interested in requesting the qualifications from consulting companies to generate a downtown parking master plan. Background information and a general scope of service to be performed are included. Funding up to \$25,000 for the downtown parking master plan review is included in the City's 2006 budget.

In order for the City to determine which company is most qualified to perform the downtown parking master plan, we ask that each company provide the following information.

### **GENERAL INFORMATION**

- 1) Name, address, and phone number of consulting company.
- 2) Geographic location of company's principal office(s).
- 3) The number of years such company has completed projects which are very similar to that requested herein.
- 4) The percentage of company's time spent or volume of total annual work performed on such studies/projects.
- 5) The number of projects conducted over last ten (10) years.
- 6) Size of company's total staff and size of firm's project staff utilized for services requested.
- 7) Vitae of company's employees who would be responsible for performing technical work or project management on this project (please do not include clerical, data entry, etc.).
- 8) Any other information related to company's background, experience, etc. that company may wish to include.

### **RELATED EXPERIENCE**

- 1) Provide at least three (3) examples of projects similar in scope that your company has completed in Kansas or a nearby state.



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### **FOR EACH PROJECT PLEASE PROVIDE**

- Overview and general description of project.
- Specific services provided by your company and time required to complete each service.
- Cost of project.
- Name of project customer for which your company performed work.
- Name, title and phone number of project customer representative that City may contact.

### **OTHER INFORMATION**

- 1) Please provide a description of your conceptual approach and methodology for this type of project. A formal scope of services will be agreed upon following the selection of the most qualified consultant.

Please feel free to provide any additional information that you deem to be related to the project.

### **QUALIFICATION STATEMENT SUBMITTAL REQUIREMENTS**

Submittal Deadline: September 29, 2006

Please send your information to the following address:

City of Salina  
Attn: Cameron Gales, City Managers Office  
P.O. Box 736  
Salina, KS 67402-0736

Please feel free to contact me at (785) 309-5700 if you have any questions concerning the scope of services or qualifications.



# **REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES DOWNTOWN PARKING MASTER PLAN**

## **INTRODUCTION**

City of Salina, Kansas is seeking qualification statements from professional consulting/management firms to perform a downtown parking master plan for its downtown business district. Inquiries relative to this proposal shall be directed to Cameron Gales City Managers Office.

## **BACKGROUND INFORMATION**

The Salina city Commissioner has authorized a budget of \$25,000 for a downtown parking master plan. This request is in response to ongoing downtown parking needs and challenges as recommended in the 2002 Progressive Urban Management Associates Market-Based Downtown Plan. The results of a related community attitudes survey distributed to 5,476 Salina household illustrated that 31% of respondents indicated parking as a reason for avoiding the downtown and identified the need to focus on overall parking management, demand and supply.

[www.salina-ks.gov/PublicInformation.htm](http://www.salina-ks.gov/PublicInformation.htm)

## **GENERAL OVERVIEW OF SERVICES TO BE PERFORMED**

The following is an overview of the services anticipated for this project. A final scope of services and project cost will be negotiated with the selected professional service provider.

- ❖ Detailed analysis of parking inventory and penalties
- ❖ Identification of parking strengths, weaknesses, opportunities and threats
- ❖ Provide detailed recommendations regarding parking operations, capacity, financing and future physical improvements both for today and in future years
- ❖ Work closely with city officials, Salina Downtown, Inc. representatives and downtown merchants to determine goals and objectives for downtown parking program